

Position Description

Mountain Christian Church

Human Resources Generalist

Purpose of Mountain Christian Church

To make disciples, more and better disciples

Goal for Mountain Staff

To have a team that is good at what they do, loves what they do, and loves the people they're doing it with.

Purpose of the role

This role performs essential personnel administration with direct relation to employee onboarding, compensation and benefits.

Principle Function

Provides essential support directly to all staff members in the area of compensation and benefits (403-B, Medical, Dental, Vision, Prescription, HSA, Life, LTD, Time off, Pastoral Housing Allowance). Conducts onboarding and offboarding of employees. Performs payroll and related reporting for all staff.

This position is a full-time position that works 40 hours per week and is classified as an exempt position.

Role Level

x	Team Member (a person who leads themselves and potentially volunteers)
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Role Association

x	Ministry Support Team , serving broadly in support of all campuses.
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Competencies

All Team Members should be able to:

- **Communicate well.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office)
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important," tasks & relationships.

As a leader of volunteers, this person should be able to:

- **Develop people.** This person must create an environment of high invitation and high challenge where those under their leadership are supported, valued, equipped, and called forward in their discipleship journey and vocation.
- **Build teams.** Invite, assimilate, equip, edify, and transition people into meaningful ministry roles. This requires the ability to delegate.
- **Lead from here to there.** This person must be able to see a vision of where the team needs to go, assess the reality of the current situation, and make and execute a plan to get from where we are now to where we want to be. This requires problem solving, creativity, strategic thinking, managing change, risk-taking, care for people, and wisdom.
- **Identify & communicate ministry-specific values/vision/processes/systems.** The leader must establish direction and goals for their specific ministry and create the structures that help support the vision and

its execution. This requires critical thinking across micro and macro levels of the ministry to create processes to make ministry happen.

- **Evaluate & improve.** Evaluate all aspects of ministry, systems and staff and give edifying feedback that leads toward improvement. This includes conducting staff performance evaluations.
- **Deal with conflict & lead through tension.** This person must have a keen sense for when something is “off” or “smells funky” and be willing to engage. They should have a knack for diffusing tension, helping people refocus on what matters, and building unity amidst a diversity of people. This person must protect the mission from conflict and tension that sap energy and distract from the main thing.
- **Manage ministry budget & allocate resources.** Manage and allocate financial and human resources within boundaries.
- **Stay organized.** This is a multi-faceted position that demands multi-tasking. This person must be able to prioritize and manage time and resources well.

The following competencies are specific to this role:

- Bachelor’s degree in Human Resources Management, Business Management or closely related field.
- At least 3 years work experience.
- Knowledge and experience in church (preferred) HR and benefits management.
- Ability to interface well with and support staff. Knowledge of Paycom preferred.
- Knowledge of group offered insurance, ACA, pastoral compensation a plus.
- Intermediate proficiency in Microsoft Office Suite.

Responsibilities

As a leader of volunteers, this person is responsible for:

- Excellent communication with their team members, casting vision, clarifying expectations, measuring progress, cultivating culture, setting and accomplishing goals, maintaining alignment with the mission and values, and developing the people in their area.

More specifically, this person’s responsibilities are as follows at Mountain Christian Church:

- Manage Paycom HR system administration for all employees
- Manage onboarding, transition, and offboarding processes for all employees
- Lead management of health insurance, HSA, life/AD&D insurance, LTD, 403b, and housing allowances
- Perform payroll management, processing, and reporting
- Manage Worker’s Compensation audit, claims and reporting for staff
- Coordinate open enrollment for health and life insurance
- Reconcile invoices from vendors to submit for payment
- Manage ACA validation and 1095 status/tax forms for employees
- Ensure HR processes and procedures are up-to-date according to current legal guidelines
- Maintain employee records according to IRS regulations and retain confidentiality
- Respond to inquiries from staff regarding hiring, compensation and benefits issues
- Fulfill other responsibilities and tasks as assigned.

Hours/Compensation/Benefits

- Salary: \$55,000-\$65,000
- Excellent benefits package including 5 weeks paid time off and 10 paid holidays.
- Eligible for medical, vision, and dental benefits (single, employee/spouse, employee/child, and family) starting the first day of the following month after date of hire
- 403B plan with employer contribution; additional match after 4 years
- Paid basic life, AD&D, and long-term disability insurance
- Option to purchase additional life and AD&D insurance